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|  UAEU | Admission and Registration Policies Manual | Policy Number | AE-07 |
| | | Effective Date | 12-Aug-2018 |
| | Subject Academic Calendar | Most Recent Review Date | 15-Apr-2018 |
| | | Due Date for Next Review | 01-Sep-2021 |
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7. Academic Calendar

Overview

Covers policies and procedures relating to the University's academic calendar including the academic year, semester credit hours, the basic academic calendar structure, final examinations, and academic calendar preparation and approval.

Scope

Applies to all students and all academic and related administrative units of the University except those in the College of Medicine and Health Sciences.

Objective

Ensures that the academic calendar of the University is created and implemented in a manner that is consistent with academic principles, standards, and expectations of the University appropriate to its educational mission and academic programs, and operates with necessary fairness, consistency, and effectiveness.

Policy

1. The official Academic Calendar provides the basic structure by which the University operates its instructional program.
2. The University operates on a semester system with each academic year consisting of two regular academic semesters (fall and spring semesters), each of at least (15) week's duration. A summer semester may be conducted as a compressed academic semester. Each of these academic semesters will include a final examination period after the instructional period of the semester.
3. The duration of the end-of-semester exams should be identified in the academic calendar.

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Procedures of Policy No. (7) - Academic Calendar

1. The Academic Year

- The University operates on an academic year consisting of two regular academic semesters, fall semester and spring semester, and a compressed one or more summer semester.
- Each academic semester includes defined periods for orientation, testing, registration, instruction, and final examinations.
- Each academic year begins at the start of the fall semester and ends at the end of the summer semester.
- The final day of each primary academic semester is the date that “grades are announced” and is designated as the official date that degrees for that semester are awarded and recorded in the student’s official academic transcript regardless of the date on which completion of the degree is certified.

2. Semester Credit Hours

- Students will be awarded credit for a unit of study when they have demonstrated achievement of the learning outcomes defined for that unit, within an acceptable performance range. Learning outcomes defined for a unit of study must balance with UAEU expectations of the notional learning hours a student should commit per credit hour weight assigned to that unit.
- Notional learning hours provide a guide to how long it will take a typical student, on average, to achieve the learning outcomes defined for the unit of study.
- Notional learning hours include timetabled class hours with an instructor, and study outside timetabled class hours independent of the instructor, such as reading, projects and homework, and preparation for classwork such as quizzes and presentations.
- Notional learning hours differ according to the type of unit – lecture, laboratory and internship – as follows (for a 15-week semester):
 - A one credit-hour unit of study in a classroom or lecture course will require completion of (37.5) notional learning hours, including approximately (750) minutes of timetabled instruction and a minimum of a further (1500) minutes of independent study;
 - A one credit-hour unit of study in a laboratory course will require completion of (37.5) notional learning hours, including (1500) minutes of timetabled instruction and a minimum of a further (750) minutes of independent study;
 - A one credit-hour unit of study in an internship course will normally require the student to complete (45) notional learning hours, or (3) hours of internship-related assignments (workplace, preparation, post-internship tasks) for (15) weeks;
 - The period of time over which the required hours of timetabled instruction and independent study are completed will be appropriate to the nature of a course and its learning outcomes, but should not be shorter than five (5) weeks for a course of (3) or more credit hours;
 - The total learning hours exclude final examinations but include other student assessments planned as part of the learning in a course.

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3. Basic Academic Calendar Structure

- a) The fall and spring semesters will include at least (75) days/15 weeks of scheduled classroom instruction exclusive of holidays to meet the minimum credit-hour instructional time.
- b) The summer semester will be conducted over a period of time sufficient to assure the requisite instructional time for credit hours and to afford sufficient time for out-of-class study/preparation equivalent to that of a regular academic semester, but no less than five (5) weeks/ 25 days in any case.
- c) Each fall and spring semester will be immediately preceded by a New Student Orientation period during which entering students may complete the admission process, be tested for placement, register for classes, and be oriented to the programs, services, requirements, and the University's expectations of students.
- d) Each academic semester will be concluded with a final examination period of one calendar week in each regular academic semester and not more than three (3) days for the summer semester.
- e) Official holidays will be considered during the preparation of the Academic Calendar and will be decreed later by the Vice Chancellor.
- f) The Academic Calendar will always include the following:
 - 1) Standardized course scheduling periods to assure maximum course access for students and to avoid conflicts in final examination schedules;
 - 2) Scheduling provisions to recover regular instructional days lost to University holidays.
 - 3) The important dates and times which affect the learning process during each semester.

4. Final Examination Period

- a) All final examinations in undergraduate courses will be given on the date and time specified in the final examination schedule published by the University.
- b) No exceptions will be made to the date and time of a final examination as published in the official final examination schedule without the prior written approval of the Provost.
 - 1) All requests for an exception to the official final examination schedule must be submitted in writing from the Dean of the College to the Provost and a copy to the Admission and Registration Deanship Office no later than one week prior to the beginning of the final examination period.
 - 2) The Admission and Registration Deanship Office will review the request and recommend action to the Provost within two business days.
 - 3) If the Provost approves the change, the Dean of the College should announce the new time to the students prior to the final exam.
 - 4) The Dean of the college who offers the course may approve the amendment of date and time of the final examination within the official period specified for the final examinations, in coordination with the Deanship of Admission and Registration. The new time should be announced to the students by the Dean of the College prior to the final exam.

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- c) Laboratory practical examinations will be given during the final week of classes in each regular academic semester.
- d) A student who has more than two (2) final examinations scheduled on the same day in the official final exam schedule is in a final examination “overload” and has the option to request a make-up examination date within the final exam week to take the “overload” exam(s). In the case of an overload, the make-up exam cannot be “common exam” (e.g. General Education).
- e) Students are responsible for scheduling their classes to avoid conflicts in final examinations based upon the official final examination schedule.

5. Academic Calendar Preparation and Approval

- a) Preparation of the Academic Calendar is the responsibility of the Admission and Registration Deanship Office in coordination with the Provost.
- b) A proposed Academic Calendar will be prepared for review and approval during the spring semester of the preceding academic year.
- c) Once the Academic Calendar is prepared in its final version, the Admission and Registration Deanship Office will present it for approval according to the Signatory Authority.
- d) Following its final approval, modifications of the Academic Calendar must be approved according to the Signatory Authority.